

**City of Beavercreek**  
*An Equal Opportunity Employer*

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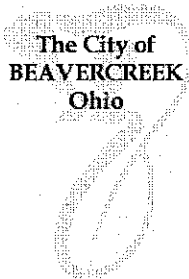
**Position Title: Parks Maintenance Worker**

**Department: Public Administrative Services; Parks, Recreation & Culture Division**

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**Employment Status: Part Time**

**FLSA Status: Non-Exempt**



**GENERAL NATURE OF WORK:** This is seasonal semi-skilled work in the Public Administrative Services Department. An employee in this class is responsible for the performance of a variety of types of physical labor in the maintenance and upkeep of the City of Beavercreek recreational facilities, parks, and grounds. Duties are performed under the direction of the Section Leader.

**EQUIPMENT & JOB LOCATION:** This position requires general knowledge of the operation of equipment, including: commercial lawn mower, weedeater, and a variety of hand tools. The primary work site is the City of Beavercreek recreational facilities, parks, and grounds.

**ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- Performs any and all work necessary in maintaining and repairing City of Beavercreek recreational facilities, parks, and grounds.
- Performs seasonal work such as leaf removal, lawn mowing, and weed-eating.
- Prunes, trims, plants, and maintains trees, shrubs, and flowerbeds.
- Distributes mulch at playgrounds and around flowerbeds.
- Collects trash from park facilities.
- Picks up litter from park facilities.
- Performs physical labor such as hauling, cutting, cleaning, shoveling, and sweeping.
- Cleans and maintains recreation buildings.
- Responds to requests for recreation information; answers questions and provides necessary information.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Responds to comments and complaints from citizens.
- Performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to establish and maintain effective working relationships with City officials, fellow employees, other City employees, and the general public.
- Ability to perform heavy manual labor for extended periods of time.
- General knowledge of the operations and maintenance of job related vehicles, machinery, tools, and equipment.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to understand and execute oral and written directions.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to work under the direction of the Section Leader.

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**DESIRABLE TRAINING AND EXPERIENCE:**

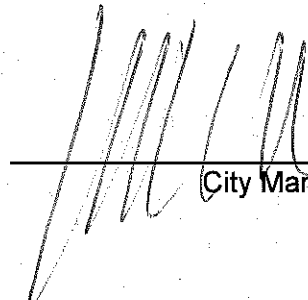
- Some experience in routine grounds maintenance; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must maintain a valid Ohio Class "A" Commercial Drivers License as required.
- Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of Beavercreek.
- Ability to work other than normal working hours, and to work various shifts as necessary. Weekend shifts are a requirement for this position.

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Job Description Approved by:

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Date

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date